Your Name

Address | Telephone | Email

Date

Dear Sir/Madam:

Re: Scholarship/Bursary Name

The first paragraph of your cover letter should greet the chairperson or committee and state the scholarship/bursary you are applying for. Introduce yourself, explain and share a bit yourself and your post-secondary pursuits.

The body or second/third paragraphs should go into more depth about you and should reference your resume topics (eg: volunteer/work experience, interests, hobbies, certificates, awards etc).

The closing can mention how the award would benefit your post-secondary education, perhaps how you feel you deserve the award? It should also thank the chairperson or committee for taking time to review your application.

Sincerely,

Sign with black pen

Your Name

Enc:
Resume
Reference Letters
Transcript